



## ADDRESS ELEMENT CORRECTION (AEC) PROCESSING REQUEST

Customer ID: \_\_\_\_\_ USPS Use Only RIBBS User ID: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Primary Contact Email Address: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Secondary Contact Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suite: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_

**Processing Request**

- ☐ AEC  
☐ AEC and AEC II

**AEC II Processing Window**

- ☐ 30 days  
☐ 60 days  
☐ 90 days

**NOTE: All address lists submitted for AEC and/or AEC II are considered confidential between the United States Postal Service and the list owner.**

☐ AEC Processing ONLY \$15.00 minimum fee \$0.015/record  X.015 =   
No. of Records Amount Due

☐ AEC & AEC II Processing \$25.00 minimum fee    
No. of Records Amount Due

**USPS Use Only**

Fee Computation  
Verified

Payment Method: ☐ Credit Card ☐ Visa ☐ Discover ☐ MasterCard  
☐ American Express ☐ Diner's Club

Card No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

☐ USPS CAPS Account Acct No. \_\_\_\_\_

Name on Card/Account \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suite: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_

Signature: \_\_\_\_\_

The **person signing this request form** accepts total responsibility governing the use of this card/account and agrees to comply with the terms of the issuer, **and the US Postal Service**. Mailer, by submitting this form, represents and warrants the following to the USPS: (1) all information furnished in this form and attachments is accurate, truthful and complete; (2) the **person signing this request form** is authorized to sign and deliver this form and files on the Mailer's behalf; (3) Mailer has read and agrees to the terms and conditions for USPS service set forth in the USPS AEC User Guide; and (4) **Mailer agrees** to pay all fees assessed for AEC/AEC II by the USPS as published by the NCSC.

**Input Media Information**Media

- ☐ IBM 3480  
☐ IBM 3490/3490E  
☐ CD-Rom or DVD  
☐ Electronic Transmission

Character Set

- ☐ EBCDIC ☐ ASCII  
☐ EBCDIC ☐ ASCII

**File Information**

1. No. of Records: \_\_\_\_\_  
Electronic AEC: 500,000 maximum  
AEC II: 15,000 maximum
2. File Name: \_\_\_\_\_

**CUSTOMER INPUT LAYOUT**

Field Name	Start position	Length	Required fields
NAME	1	42	Required or "Occupant"
ADDRESS LINE2	43	66	*
ADDRESS LINE3	109	66	Required
CITY	175	28	Required
STATE	203	2	Required
ZIP5	205	5	Required
ZIP4	210	4	*
URBANIZATION	214	28	*
KEY	242	10	Required
CR/LF	252	2	Required

\*Note: All optional fields should be left blank if no data exists.

**TOTAL RECORD LENGTH 253**

**SUBMISSION INFORMATION****Mail AEC & AEC II Address Files:**

OFFICE SERVICES  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

**Fax AEC & AEC II Processing Requests:**

ATTN: Office Services  
Fax: 901-681-4409

**Transmit Electronic AEC & AEC II Files:**

Web address:  
<https://ribbs.usps.gov/files/aec/customers>  
Email: [eas.ncsc@usps.com](mailto:eas.ncsc@usps.com)  
maximum file size: 3 meas

**AEC**

- AEC and AEC II cannot process packed data or foreign addresses.
- Files submitted for AEC processing only may contain up to 500,000 records.
- A separate processing request and fee are required for each tape/file submitted.
- AEC provides a carriage return and line feed after each record for CDs and electronic files.
- Submit only records with fixed length fields. Do not submit records with comma-delimited fields.

**AEC Step II**

- Maximum number of records permitted **per file**, for AEC II processing, is 15,000 records.
- Customers may only submit one (1) file of no more than 15,000 records, per business day, for AEC II processing.
- Customers must submit a \$25.00 minimum payment to **initiate AEC II processing**, and agree to make this initial payment and all subsequent payments **through either a US Postal Service CAPS account or valid credit card**.
- Customers electing to use AEC II will receive all records **resolved electronically**.
- The initial \$25.00 fee includes resolution of up to the first 100 records resolved through Delivery Force Knowledge™.
- Each resolved record after the first 100 records is charged \$0.25 each.
- All fees for AEC II resolved records must be pre-paid before updated address information is returned to the customer.
- ZIP Codes are required on all records submitted for resolution by the AEC II program.
- Customers may select a processing window of 30, 60 or 90-days for their file.